Banner Web For Students

Banner Web is the self-service interface to Wofford’s administrative software system. Using Banner Web students can do the following:

- View the College catalog
- View the schedule of courses
- Register for courses online
- View your mid-term and final grades
- View your academic transcript
- View your financial aid information (not ready yet)

Gaining Access to Banner Web

You can gain access to Banner Web in two ways:

Go to the URL  http://bannerweb.wofford.edu

OR

Go to the Wofford web page and click on the link to Banner Web.
This will bring you to the Banner Web main menu. Some of the menu items that probably will be of the greatest interest to students are the following:

- **Secure Area** – your own personal menu from which you can register, see your grades, get financial aid information, display transcripts, etc.

- **Class Schedule** – the schedule of classes for next semester.

- **Course Catalog** – the description of the courses offered by the various departments at Wofford.

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**Banner Web Navigation**

The primary means of navigation in Banner Web is by clicking on items in menus, such as the main menu.

Also, there often will be navigation links in the upper right corner of the screen.

- **Menu** or **Return to Menu** will bring you back to the most recent menu.
- Help is seldom helpful.
- **Exit** will close down Banner Web.
- **IMPORTANT:** If you exit, you also must close the browser.

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**When Your Are Finished**

Click on **Exit** to close down Banner Web.

Close the browser! (Quit the browser if using a Mac).
Wofford Class Schedule

To see the schedule of classes for the next term, click on **Class Schedule** on the Banner Web menu.

The menu is unsecured so you do not need your User ID or PIN to see the schedule.

Specify the term for which you want to see the schedule and click on **Submit**.

Next specify the department by clicking on its name and then click on **Class Search**.

You can see the offerings of more than one department by clicking on their names while holding the Ctrl key down on the keyboard.

You also may limit the search by entering the course number, days, or start and end time.
You them will see information about the sections you specified. Much of this information is not very useful, but some is. You will see the scheduled meeting times, location of the class, name(s) of the instructor(s), and number of credits.

If you click on the section name you will see more detailed information about the class.

The detailed information can be particularly useful because it includes the number of seats remaining in the class.

If you want to take a course, be sure an write down its CRN (Course Reference Number). You will need this when you register.
If you want to see the catalog description of the course, click on View Catalog Entry.

**Laboratory sections** are listed in the schedule along with their linked lecture. Some labs are linked with a particular lecture section – BIO 104 A and BIO 104 AL, for example. If you are registering for lecture section A you also must register for lab AL.

Other labs are linked with the lectures, but not with an individual lecture section -- Biology 113 is an example. A student must take a BIO 113 lab along with a BIO 113 lecture, but it does not matter which one.

**NOTE:** When you are registering for a course that has a lecture and lab, you must enter both in the Add Classes Worksheet table before you Submit Changes.
Wofford Catalog

To see the Wofford course catalog for the next term, click on Course Catalog on the Banner Web menu.

Specify the term for which you want to see the schedule and click on Submit.

Next specify the department by clicking on its name and then click on Get Courses.

You can limit the search by entering a range of course numbers (e.g., 200 – 299) or title.
You then will see a list of the selected courses and their description.

Click on the name of the course to see more detailed information.

This will include information on prerequisites and other restrictions on registering for the class.
Personal Identification Numbers (PINs)

To enter its Secure Area, Banner Web requires a User ID, a PIN.

Your User ID will be a “W” followed by an 8-digit number, such as W00012345.

You should have received several scrambled letters and numbers as your initial PIN. The first time you use Banner Web, you will be required to change your PIN to any 6-character combination of letters and numbers.

If you forget or lose your ID, you must go to the Help Desk in Olin 207.

If you forget or lose your PIN, you can use your verification security question to reset your PIN. Do not try to guess your PIN. If you enter the wrong PIN five times in succession, your Banner account will be locked. If this does occur, go to the Help Desk.

With the exception of your parents, NEVER TELL ANYONE ELSE YOUR BANNER PIN.

Entering the Secure Area for the First Time

The Secure Area is your own personal area on Banner Web in which you register for courses, see your grades, etc. You need your Banner ID PIN to enter the Secure Area.

Click on Enter Secure Area.

Enter your User ID and PIN.

- The “W” in the User ID is uppercase.
- When you log in for the first time, your PIN is the scrambled letters and numbers you have received.
- Click on Login
At your first login, your old PIN automatically expires.

- Type in your old PIN and enter a new PIN twice.
- The new PIN must have 6 characters – numbers or letters.
- **REMEMBER YOUR NEW PIN.** You will need it to access Banner Web again.
- Click on **Login**

Next, enter a question and answer so that you can get your PIN if you forget it. The question can be anything. Keep the answer short.

Click on the **Submit** button.

At this point you will be in your Secure Area.

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**The Secure Area**

The Secure Area has two menus of primary interest.

The Student Services & Financial Aid is the most important menu because it allows you to do the following:

- View any holds that might prevent you from registering. **You should check your holds in advance to avoid delays when you register.**
- Register for courses during the time period set aside for your class.
- Add and drop courses after preregistration.
- Display and print a copy of your class schedule.
- See your grades.
- Display and print an unofficial copy of your transcript
Registering For Courses

You must see your academic advisor before registration to do the following:

• Make a tentative schedule, including alternate courses in case your first-choice courses are closed.
• Write down the Course Registration Numbers (CRNs) for the these courses. CRNs are found in the class schedule.
• Check your registration status (see page 4).
• Receive your Advising PIN.

You will receive your Advising PIN, a four-digit number, from your advisor. Your Advising PIN will be different for each preregistration. Keep a record of your Advising PIN after you register in case you need to add or drop a course before the next semester begins.

If you forget or lose your Advising PIN, you must contact your academic advisor.

Preparing to Add or Drop Classes

Log on Banner Web and enter your Secure Area. Click on the Student Services & Financial Aid menu.

Choose Registration.

Choose Add/Drop Classes.

Select the Term and click on the Submit Term button.
Enter the Advising PIN in the “Enter Alternate PIN” box and click on Submit PIN. This will bring you to the Add/Drop classes page.

**Adding Classes**

Suppose your first-choice courses are the following:

<table>
<thead>
<tr>
<th>CRN</th>
<th>Course</th>
<th>Section</th>
</tr>
</thead>
<tbody>
<tr>
<td>2248</td>
<td>Biology 214 Lecture</td>
<td>B</td>
</tr>
<tr>
<td>2392</td>
<td>Biology 214 Lab</td>
<td>L2</td>
</tr>
<tr>
<td>3923</td>
<td>Accounting 211</td>
<td>A</td>
</tr>
<tr>
<td>4411</td>
<td>Economics 201</td>
<td>A</td>
</tr>
<tr>
<td>4874</td>
<td>English 201</td>
<td>B</td>
</tr>
</tbody>
</table>

Enter the Course Reference Numbers (CRNs) for your first-choice classes in the Add Class table.

If a science course has a lecture and lab, CRNs for both the lecture and the lab must be entered in the Add Class table before you Submit Changes.

After you have entered the CRNs, click on Submit Changes.

You now should see your current schedule displayed on the screen. You are registered for each class on the schedule.
If, for one reason or the other, you were not able to register successfully for all of your first choice courses, you will not see all of them on the schedule. In this case you should see a list of registration errors below the current schedule.

**Registration Errors**

If the registration for some of your courses has been unsuccessful for one reason or the other, you will see your current schedule.

The **Status** column describes the reasons that registration was unsuccessful:

- **CLOSED**: The course is closed
- **PREQ AND TEST SCORE - ERROR**: The course has a prerequisite that you have not yet met.

A complete list of error messages and potential solutions can be found below.

<table>
<thead>
<tr>
<th>Message</th>
<th>Problem</th>
<th>Solution</th>
</tr>
</thead>
<tbody>
<tr>
<td>CLOSED</td>
<td>This course is full.</td>
<td>Register for another course.</td>
</tr>
<tr>
<td>LINK ERROR: XX</td>
<td>You have registered for one course in a linked pair, but not the other. For example, you may have selected a lecture that requires a specific lab, or vice versa. One may not be taken without the other.</td>
<td>Enter the CRN for both linked courses in the Add/Drop table and click on Submit Courses.</td>
</tr>
<tr>
<td>REQUIRED</td>
<td></td>
<td></td>
</tr>
<tr>
<td>DUPL CRSE WITH SEC</td>
<td>You have attempted to take the same course twice. You may, for example, have registered for ENG 200, Section A and ENG 200, Section D.</td>
<td>If you want to remain in the course on your current schedule, do nothing. If you prefer to be in the other section, select “Drop Web” by the course on your current schedule, enter the CRN for your preferred course in the Add/Drop table, and click on Submit Changes.</td>
</tr>
<tr>
<td>Error Description</td>
<td>Description</td>
<td>Action</td>
</tr>
<tr>
<td>-----------------------------------------</td>
<td>-----------------------------------------------------------------------------</td>
<td>--------</td>
</tr>
<tr>
<td>DUPLICATE CRN</td>
<td>You have added the same course CRN twice.</td>
<td>You don’t need to do anything. The course will be deleted from the “Registration Errors” table automatically.</td>
</tr>
<tr>
<td>TIME CONFLICT WITH XXXX</td>
<td>This course is offered at the same time as a course for which you already are registered.</td>
<td>If you want to remain in the course on your current schedule, do nothing. If you prefer to be in the other section, select “Drop Web” by the course on your current schedule, enter the CRN for your preferred course in the Add/Drop table, and click on Submit Changes.</td>
</tr>
<tr>
<td>CORQ-XXXX</td>
<td>You must register for a corequisite course.</td>
<td>Enter the CRN for both corequisite courses in the Add/Drop table and click on Submit Changes.</td>
</tr>
<tr>
<td>INSTRUCTOR’S PERMISSION REQUIRED</td>
<td>This course requires the permission of the instructor to register.</td>
<td>Contact the instructor for permission.</td>
</tr>
<tr>
<td>CRN DOES NOT EXIST</td>
<td>The system doesn’t recognize the CRN you entered.</td>
<td>Search for this class to see if you have used an incorrect CRN.</td>
</tr>
<tr>
<td>CLASS RESTRICTION</td>
<td>Registration in this course is restricted to students in a particular class year. For example, if a junior tries to register for a course that is open only to freshman, he or she will see a CLASS RESTRICTION error message.</td>
<td>If you think you meet the criteria, go to the Registrar’s office.</td>
</tr>
<tr>
<td>MAJOR RESTRICTION</td>
<td>Only persons of a particular major may register for this course. For example, if a student who has not declared a major tries to register for a course that is only open to biology majors, he or she will see a MAJOR RESTRICTION error.</td>
<td>If you think you meet the criteria, go to the Registrar’s office.</td>
</tr>
<tr>
<td>MAX HOURS EXCEEDED</td>
<td>The system will not let you register for a course because you would exceed the maximum of 17 hours allowed.</td>
<td>Go to the Registrar’s Office.</td>
</tr>
<tr>
<td>PREQ AND TEST SCORE - ERROR</td>
<td>This course has a course prerequisite which you have not yet met.</td>
<td>Contact the instructor of the course.</td>
</tr>
<tr>
<td>REPEAT COUNT EXCEEDS 0</td>
<td>You already have taken this course and are trying to repeat it.</td>
<td>Go to the Registrar’s office.</td>
</tr>
</tbody>
</table>
Searching for Classes

You can find courses on the class schedule, which you can reach from the Banner Web main menu.

If you are registering, you also can search for classes to add.

There are two ways to reach the Class Search section of Banner Web:

Click on the Class Search button below the Add Class table.

OR

Select Look-up Classes to Add in the Registration menu.

In either case, you will be presented with a list of criteria that you can use to narrow down the results of your search.

You must choose one or more of the Subjects in the search criteria list.

You can choose more than one subject by holding down the Ctrl key while you click on each of the subjects you desire.

You can narrow a search by selecting other criteria, such as Course Number, Schedule Type, Instructor, Times, and Days.

The example at the right shows a search for Biology 331 lecture classes taught by Heather Mitchell on MWF.

Note: Choosing too many criteria may lead to an unsuccessful search.
When you have chosen your search terms click on **Find Classes.**

This will display the classes that satisfy the criteria you have chosen.

In the list of classes, an open checkbox to the left of the CRN for the course identifies the class as being open. A “C” to the left of the CRN indicates that the class is closed. **The capacity and number of seats in the class also are shown.** It is helpful to know the number of seats remaining when you are comparing different sections of a course.

To register for the class, click on the checkbox (a check will show in the box) next to the CRN and then click on **Register.**

**NOTE:** If you are using the Class Search to register for a science course with both a lecture and a lab, you should not limit your search to only the lecture or lab. To successfully register, you will need to have checked a checkbox for both the lecture and the lab before you click on **Register.**

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### Dropping a Course

As you register you may change your mind or make a mistake and need to drop a course.

To drop a course, ECO 211 for example, click on the drop-down arrow by the Action box and choose **Drop Web** from the menu.

With “Drop Web” in the Action Box click on **Submit Changes.**
The dropped course will be deleted from your schedule.

**IMPORTANT: BE CAREFUL WHEN YOU DROP COURSES**

- If the course you drop is a prerequisite or corequisite for a second course, the second course will be dropped automatically.

- If you attempt to replace a course with a second course that is closed, you still will be dropped from the first course even though you have not been added to the second.

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**When You Are Finished Registering**

You are officially registered for every course with “Registered” or “Web Registered” status on your schedule.

<table>
<thead>
<tr>
<th>Current Schedule</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Action</strong></td>
</tr>
<tr>
<td>None</td>
</tr>
<tr>
<td>None</td>
</tr>
<tr>
<td>None</td>
</tr>
<tr>
<td>None</td>
</tr>
</tbody>
</table>

Total Credit Hours: 13.00  
Billing Hours: 13.00  
Maximum Hours: 17.00  
Date: Oct 17, 2002 04:49 pm

Exit the program and close your browser (quit your browser if you are using a Mac).

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**Printing Your Schedule**

You may print out a copy of your schedule at any time after you have registered. Before you print your schedule, change the page orientation to **Landscape**.

- In both Internet Explorer and Netscape, choose **File, Page Setup**.

- In the Page Setup Window click on **Landscape** and then **OK**.
You have two options on the Registration menu for printing your schedule.

1. **Student Schedule by Day and Time**

This displays your schedule as a grid with the days of the week across the top of the page and the hours of the day down along the left side.

An example of this type of schedule is shown here.

2. **Student Detail Schedule**

This displays a more detailed schedule in which information about each course is displayed, as is illustrated below.
Displaying an Unofficial Transcript

Log on Banner Web and enter your Secure Area. Click on the Student Services & Financial Aid menu.

Choose Student Records.

In the Student Records menu, choose Academic Transcript. Then choose All Levels and Unofficial. (You must go to the Registrar’s office to obtain an official version of your transcript.)

Click on Submit.

You should see your unofficial transcript, including transfer credits and courses in progress.
View Midterm and Final Grades

You can view your midterm and final grades after they have been posted by your professor and confirmed by the Registrar’s Office. Log on Banner Web and enter your Secure Area. Click on the Student Services & Financial Aid menu.

Choose **Student Records**.

In the Student Records menu, choose **Midterm Grades** or **Final Grades**.

Select the term and click on **Submit**

Your grades should be displayed.

<table>
<thead>
<tr>
<th>CRN</th>
<th>Subject</th>
<th>Course Section</th>
<th>Course Title</th>
<th>Midterm Grade</th>
<th>Credits</th>
<th>Level</th>
</tr>
</thead>
<tbody>
<tr>
<td>10319</td>
<td>CHEM</td>
<td>123</td>
<td>Wofford College General Chemistry</td>
<td>B</td>
<td>4.00</td>
<td>Undergraduate</td>
</tr>
<tr>
<td>10051</td>
<td>HUM</td>
<td>101</td>
<td>Wofford College Freshman Seminar in Humanities</td>
<td>A</td>
<td>3.00</td>
<td>Undergraduate</td>
</tr>
<tr>
<td>10149</td>
<td>PHED</td>
<td>102</td>
<td>Wofford College Fitness</td>
<td>P</td>
<td>1.00</td>
<td>Undergraduate</td>
</tr>
<tr>
<td>10227</td>
<td>PSY</td>
<td>110</td>
<td>Wofford College Introductory Psychology</td>
<td>D</td>
<td>3.00</td>
<td>Undergraduate</td>
</tr>
<tr>
<td>10168</td>
<td>SPAN</td>
<td>201</td>
<td>Wofford College Intermediate Active Spanish</td>
<td>B</td>
<td>4.00</td>
<td>Undergraduate</td>
</tr>
</tbody>
</table>
**View Holds**

You can view your midterm and final grades after they have been posted by your professor and confirmed by the Registrar’s Office. Log on Banner Web and enter your Secure Area. Click on the **Student Services & Financial Aid** menu.

Choose **Student Records**.

In the Student Records menu, click on **View Holds**.

Any holds on your record will be displayed. *To remove registration holds, which will prevent you from registering, go to the originating office in advance of registration.*

<table>
<thead>
<tr>
<th>Hold Type</th>
<th>From Date</th>
<th>To Date</th>
<th>Amount Reason</th>
<th>Originator</th>
<th>Processes Affected</th>
</tr>
</thead>
<tbody>
<tr>
<td>Business Office</td>
<td>Feb 2, 2003</td>
<td>Dec 31, 2006</td>
<td>Public Safety</td>
<td>Finance</td>
<td>Registration Transcripts Graduation</td>
</tr>
<tr>
<td>Library</td>
<td>Mar 27, 2003</td>
<td>Dec 31, 2006</td>
<td>Fire</td>
<td>Library</td>
<td>Registration Transcripts Graduation</td>
</tr>
</tbody>
</table>